

**CITY OF CLEWISTON  
JOB POSTING**

**Job Title:** Code Enforcement Clerk – Part Time  
**Department:** Community Improvement Division  
**Reports To:** Code Enforcement Officer

**Summary**

This position will be responsible for data entry of code violations, filing code cases, mailing certified letters, answering the phone and greeting citizens. Position provides technical support and/or assistance to employees, the general public and property owners as necessary.

**Duties**

- Performs data entry of new code cases into the Code Program. Enters follow up status, organize and prepare daily follow-up tasks for review and upload photos to case folder.
- File Code cases systematically and fill out and mail certified letters when needed.
- Take code complaints by phone or in person.
- Enters and retrieves information from a computer in order to perform research, update records, process case documentation, or to respond to actions and requests.
- Set time and dates for Special Magistrate hearings and record and prepare minutes from hearings. Post hearings dates and times according to Florida Statutes.
- Record liens with the Clerk of Courts and invoice companies for compliance assistance. Perform lien searches from requesting entities.
- Any other functions deemed essential by the City and communicated to the employee by his/her supervisor or department head.
- Good judgment and discretion when representing the City to public and employees.
- Ability to meet and work with the general public.
- Capable of working with minimal supervision.
- Capable of meeting deadlines.
- Capable of performing detailed and accurate work.
- Computer skills.
- Must have oral and written communication skills.
- Must have organizational skills.
- A high school diploma or GED and Florida Driver's License is required.

**The City of Clewiston is an EEOC, drug free, tobacco free workplace. You may apply at City Hall for this position.**

***The City of Clewiston is an equal opportunity provider and employer.***